



## Shared Leave Donation Form

**Donor Employee:** Please complete this form to donate annual sick leave hours. 260-day employees may also donate annual (vacation) leave.

**Instructions:** Complete this form and return it to the Payroll Department at the District Office. Donations will be used in the order received in the Payroll Office.

**Donation of sick leave:** An employee may donate sick leave to specific individuals using the following criteria:

1. The employee must have accrued more than twenty-two (22) days (or 176 hours) of sick leave to donate sick leave.
2. Employees may not donate an amount of sick leave that will result in his/her sick leave account going below twenty-two (22) days at the date of transfer.

**Donation of annual (vacation) leave: (260-day employees only):**

1. The leave donor may donate any amount of accrued annual leave provided the donation does not cause the leave donor's annual leave balance to fall below ten days. For the purpose of this section, annual leave does not accrue if the leave donor receives compensation in lieu of accumulating a balance of annual leave.
2. Employees may not donate excess annual leave that the leave donor would not be able to take because of an approaching date after which the annual leave cannot be used.

Designated Receiving Employee's Name

Receiving Employee Department/School

Donor Employee's Name

Number of **Sick Leave**  
**Hours** Donating

Number of **Vacation**  
**Hours** Donating

Date

**Donor Employee's Signature**

### **Payroll Office Use Only**

Is the donor eligible to donate annual leave? ☐ Yes ☐ No

Eligible number of days/hours: \_\_\_\_\_

☐ Certificated

Days/Hours donated: \_\_\_\_\_

☐ Classified

Reviewer's  
Initials \_\_\_\_\_ Date \_\_\_\_\_